



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, May 17, 2017 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** April 19, 2017
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Update on Park Pathway Rehabilitations Project – Oral Report
 - b. Recreation Registration and Facilities Software Update
 - c. Adjustment of Activity Guide Production Dates
8. **UNFINISHED BUSINESS:**
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
11. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
 - a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales) – Oral Update
 - b. Report from Commissioners
13. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

**Parks and Recreation Commission
April 19, 2017**

1. **Call to Order/Roll Call:** Vice-Chair Davis called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, and Salazar. Absent: Chair Palmer and Zamattia. Staff: Burns, Brewer and, Venezia.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Melendrez led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Nigel/Salazar** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Greenberg/Melendrez** for approval of the minutes. Approved unanimously. Commissioner Nigel abstained.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Presentation of 2017 Community Recognition Award – Vice-Chair Davis presented Lorenzo Hockaday as the recipient of the 2017 Community Recognition Award by the Parks and Recreation Commission for his work with the youth in San Bruno through various sports programs.
 - b. Summer Recreation Program Preview – Superintendent Brewer told the Commission that registration for all the summer activities is now open. She added that Recreation Coordinator, Jackie Carlisle, started new programs for the summer aquatics program including family swim nights. Commissioner Greenberg commented that the activity guide was well done and is excited for the new aquatics programs being offered.
8. **UNFINISHED BUSINESS:**
 - a. Oral Presentation on the 90% Design of the Earl-Glenview Park – Director Burns presented the 90% design plans for the Earl-Glenview Park. She said it was a refined concept of the 60% plans the Commission reviewed during their February meeting and also includes plans for all furnishings, equipment, landscape and, hardscape materials. The two major updates to the plans are the added swing set and the addition of lounge chairs instead of concrete seating. Director Burns

added that staff hopes to have both Earl-Glenview Park and Florida Park dedicated by the end of October.

Eric Rabichow, 1127 Fairmont Drive, thanked staff for all their work and commented that he would prefer more traditional seating instead of lounge chairs.

Joe Meyer, 441 Chestnut Avenue, commented that he agreed that the lounge chairs would not be utilized. He also asked staff if there is a possibility of the east site of the park not being built, and using the funds in other existing areas of the City.

Steve Blick, 1658 Claremont Drive, asked for clarification on the type of fencing that will separate the park and homes.

Commissioner Greenberg and Commissioner Gonzales also expressed concern regarding the lounge chairs and requested traditional benching instead.

Commissioner Salazar asked if the Commission would get another set of drawings or plans prior to the construction starting and Director Burns responded that she would work with the design firm to get that to the Commission for both parks.

Commissioner Greenberg asked for clarification on the next phase of the park planning process. Director Burns replied that the bidding process for construction companies is planned for June and should take about four weeks. Staff hopes to award construction contract in July followed by construction beginning in August, and dedication of the park in late fall.

- b. Oral Presentation on the 90% Design of the Florida Avenue Park – Director Burns presented the 90% design plans for the Florida Park. She said it was a refined concept of the 60% plans the Commission reviewed prior and includes all furnishings, equipment, landscape and, hardscape materials. Due to the feedback from the community and Commission during the review of the 60% plans, they have replaced the wormhole play structure with a swing set. Director Burns added that the bidding process for construction companies is planned to begin in June and should take about four weeks. Staff hopes to award the construction contract in July followed by construction beginning in August, and dedication of the park in late fall.

Takahashi, Carleton Avenue, asked about the drawings reflecting a heart shaped area in the park that was discussed in community meetings. She also said she was not in favor of the lounge chairs and asked if there could be a quieter and reflective space added to the design. She also asked staff if they had thought about security for the park because that was a concern of hers. Director Burns responded that the heart concept would not be an area in the park but heart shaped seating in the park. She also said that the quiet area of the park was designed into the seating area which was away from the play areas and roadway. With regard to security, the police do pass by checks as they do with all parks and the neighborhood has shown an interest in adopting the park after it opens to help in the maintenance of the park.

Bridgette Malatesta, Florida Avenue, commented that the street lighting on Florida Avenue is not very good and although the addition of parking would be nice, the enforcement of current parking regulations would be more helpful.

Reyna O'Brien, Florida Avenue, asked if there will be fencing around the park to protect children from the traffic on Taylor and Florida Avenues. She also asked what measurements were taken for the many raccoons that were living in the Florida property prior to the demolishment and if there could be dog water bowls placed into the new parks. Director Burns responded that design practices do not place fences around parks but that there would be fencing surrounding the play

areas in the park. She also added that abatement had taken place for mice and rats prior to the Florida Avenue property being demolished but would get information on the raccoons. She added that the design plan did include a dog water fountain bowl but that it would be added if the City Council made a decision to allow dogs in the parks.

Tim O'Brien, Florida Avenue, asked if these new parks were included in the pilot program that San Bruno is currently running to allow on-leash dogs on park pavements in City Park and Grundy Park. Director Burns responded that the City Council had approved the pilot program for on-leash dogs in the park as a measured program specifically for City Park and Grundy Park only.

Commissioner Gonzales thanked staff for designing a park that had play areas that ranged from ages 2-12 as well as adults because she feels it is important to have parks that appeal to a majority of the residents.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Director Burns announced that the City had started a new pilot program to allow dogs on leash on paved areas of City Park and Grundy Park for a 6-month period starting April 24, 2017. Director Burns will report back to City Council regarding the pilot program and any feedback staff receives from the community regarding the program. She also noted that postcards for Community Day in the Park went out to all San Bruno residents informing them that it will be immediately following the Posy Parade on Sunday, June 4, 2017.

11. **PUBLIC COMMENT:** **Joe Meyer, Chestnut Avenue**, asked the Commission if they had looked at the current staffing of the Community Services Department, specifically the parks division and if there was appropriate staffing for the maintenance of the existing parks and two new parks coming. He also asked the Commission to be more proactive in seeking the community's input on the City purchasing the Crestmoor fields for San Bruno community groups to use. Director Burns responded that City Council is closely monitoring the San Mateo Union High School District's decisions on what will happen with the Crestmoor fields and will respond in the City's best interest when the time comes. In response to the parks maintenance staffing comment, staffing will be addressed during the budget cycle for the upcoming fiscal year.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Nigel** thanked the Parks Department for all their hard work during the storm season. He announced that "Bike to Work Day" would be on May 11, 2017 and the Bicycle and Pedestrian Committee would be setting up stops to give away some snacks and items for those who participate. **Commissioner Salazar** announced that Operation Clean Sweep would be taking place on Saturday, May 6, 2017 and encouraged residents to attend. **Vice Mayor Davis** invited residents to attend the San Bruno Relay for Life the weekend of April 29, 2017 which would be held in San Bruno City Park. **Commissioner Greenberg** said that the Junior Giants signups will take place on Saturday, May 6, 2017 at the San Bruno Library and is sponsored by the San Francisco Giants.

13. **ADJOURNMENT:** With no other business to be conducted, **Vice Chair Davis** adjourned the meeting at 8:25 p.m.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: May 17, 2017
TO: Parks and Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Recreation Registration and Facilities Software Update

BACKGROUND:

The purchase of a new reservation and registration software program is a priority for the Community Services Department. The current system charges for individual transactions and also charges a large percentage to the user to register online. This detours the user from registering online and is inconvenient for the user. The current contract expires February 9, 2018.

DISCUSSION:

A Request for Proposals was sent to recreation and facility software companies in November of 2016. The Community Services staff evaluated the proposals and selected four companies to interview and participate in live demonstrations. Staff has completed the process of interviewing and viewing the demonstrations and has selected a new registration and reservation software program. With the internal interview process completed, a staff report will be presented for City Council consideration of approval in late summer.

The new system possesses all the capabilities of the current system but at a fraction of the cost. It also adds some marketing tools through social media and the internet that the current system does not have.

FISCAL IMPACT:

The startup costs for the system is:

Implementation	6,500
Initial Year Annual Fee	11,500
Hardware	4,500
Total	22,500

This cost will be part of the Fiscal Year 2017-18 budget request. This will be a savings of approximately \$12,000 in the 2017-18 budget and \$33,500 in the Fiscal Year 2018-19 budget.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: May 17, 2017
TO: Parks and Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Adjustment of Activity Guide Production Dates

BACKGROUND:

Community Services staff has completed the process of interviewing and selecting a new registration and reservation software. The contract for the current system expires in early February of 2018. The internal interview process has been completed and a staff report will be presented for City Council consideration and approval in late summer. If approved, the new system will go live at the time of the expiration of the current system.

DISCUSSION:

In order to comply with the current software system contract, staff will adjust dates for the activity guide release dates.

Fall Activity Guide

Release Date – Week of August 7
Class Start Date – Week of September 4
Classes End – Week of January 29
(Historically classes would end week of December 18)

Winter/Spring Activity Guide

Release Date – Week of January 15
Class Start Date – Week of February 12
Classes End – Week of May 28
(End date falls in line with past schedule)

Summer Activity Guide

Release Date – Week of April 16
Class Start Date – Week of June 4
Classes End – Week of August 27
(All dates fall in line with past schedules)

Staff feels confident that adjusting the dates will not impact the community's ability to register for classes and programming for each season.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.